GeoWorks
Ensemble

Quick Start Guide

VERSION 1.2

G eoWorks Ensemble is divided into three independent sections that are bridged by the Welcome screen. They are, in no particular order: the Appliances screen, the DOS Programs screen, and the Professional Workspace.

Starting at the Welcome Screen...

The Welcome screen is the first thing you see when you enter GeoWorks Ensemble. Its buttons connect you with the different independent sections, and also provide the means for shutting down and returning to DOS when you're finished.

Play with Appliances

Appliances are small programs that are as simple to use as, say, a kitchen toaster. No frills, no complex controls, no advanced digital programming features. If you've never used a computer before, then you'll find that these appliances provide a gentle introduction to the features of GeoWorks Ensemble. Included in the package are an address book, personal calendar, calculator, and notepad, among others.

Run Your Regular DOS Programs

Using GeoWorks Ensemble doesn't mean that you have to give up your favorite DOS applications. From the DOS Programs screen you can run DOS applications and batch files, or even temporarily drop out to the DOS command prompt.

Unleash The Real Power

The Professional Workspace is where you can put the advanced features of GeoWorks Ensemble to work. Six powerful applications—everything from a file and directory manager to a What-What-You-Get word processor—and four desk tools. Use them one at a time or all at once.

*The mouse, pointer, and
buttons are to the GeoWorks
Ensemble user what hammer
and nails are to a carpen-
ter—indispensable.*

Move the Mouse...

Put the mouse down on the
table top, with its rolling
ball underneath. Hold it
in your hand with your
fingers resting lightly
on the buttons. Now,
move it around. As
you move the mouse,
an arrow-like pointer
moves around the
screen in the same
manner. Move the
mouse left, and the
pointer moves left.
Move it right, and the
pointer moves right, too.

1

2 ...To Move the Pointer...

The pointer moves around the screen, it's movements mirroring the movements of the mouse across the table. As the pointer moves across the screen, it changes shape depending on what's underneath it. When it's over a place where you can type text, it changes into an I-beam. And when the computer's busy doing something and you have to wait, the pointer turns into an hourglass.

3 ...To Click Buttons

When you press buttons on a microwave or an answering machine, you make something happen. If it's the on/off button, you turn the machine's power on or off. If it's the rewind button on your answering machine, you rewind the tape.

You also use buttons to make things happen. Click a button on the Welcome screen to go to the Appliances screen. Or click the Help button to read the on-line help.

Anatomy of a Button Click
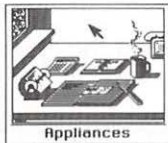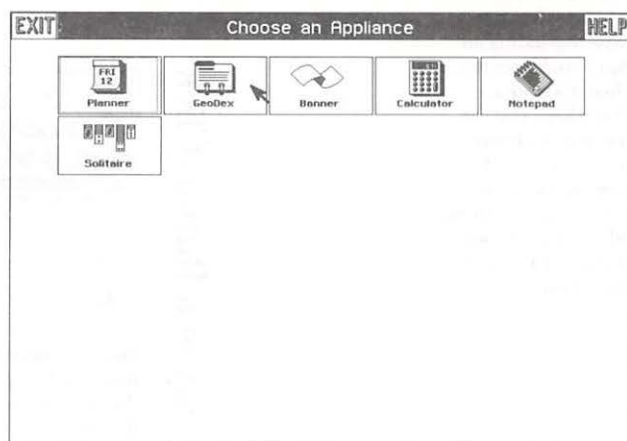

Appliances

Appliances

Appliances

1 Move the mouse to position the tip of the pointer over the button.

2 Being careful not to jiggle the mouse out of position, press down on the left mouse button. The button on the screen turns black to show that it's being clicked.

3 Release the mouse button. On the screen, the button returns to normal, and whatever the button triggers happens.

Like a Toaster...

Appliances are the GeoWorks Ensemble equivalent of the toaster sitting in your kitchen— small, simple, basic. Software appliances don't use many of the advanced features found in the Professional Workspace, like radio buttons, scroll bars, and pull-down menus.

One of the appliances is the Address Book, which is just what the name implies—a place to record names and phone numbers. It goes one step beyond this, though, by using a modem connected to your computer to actually dial the phone number of the person you wish to call. The Address Book is also typical of many of the software appliances you'll find on the Appliances screen.

Starting the Address Book

1 Click the Appliances button on the Welcome screen. The Appliances screen appears, showing the different software appliances that you can use.

EXIT	Choose an Appliance	HELP
Planner	GeoDex	Banner	Calculator	Notepad
Solitaire				

2 Start the Address Book by clicking the GeoDex button on the Appliances screen.

Adding a card

Next Card

Previous Card

New Card

S T U V W X Y Z *
J K L M N O P Q R
A B C D E F G H I

Name:

Address:

Phone Numbers:
HOME
OFFICE
CAR
FAX

Dial a number

1 Click the New Card button. This gives you a fresh, clean card to type on.

2 Position the pointer in the Name box and click to place the text cursor (see "The Basics of Text" on the following pages).

6 Press [Tab] twice to move to the Home Phone box. Enter the person's home phone number, if you have one. Continue on down through the succession of phone number boxes, pressing [Tab] twice to move on to the next one.

3 Type the person's name. Last name first, followed by a comma, then the first name and middle initial. You should type the name this way because the card will be alphabetized by whatever's in the Name box; if you begin with the first name, the card will be sorted by the first name.

Example:

Smith, John H.

4 Press the [Tab] key. This moves the text cursor down to the Address box.

5 Type the person's address. Unlike the Name box, there's no particular order to the Address box—use whatever address format the pleases both you and the Post Office.

Press [Return] at the end of each line to move down to the next line.

7 When you're done with the card, click the New Card button again to file the card away.

Flipping Through Cards

Address Book

▲
Next Card

▼
Previous Card

New Card

Click one of these two buttons, depending on whether you want to go forward (Next) or backward (Previous) through the stack of cards one card at a time.
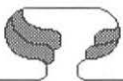
V	W	X	Y	Z	*
M	N	O	P	Q	R
D	E	F	G	H	I

Phone Numbers:

HOME	555-7206
OFFICE	
CAR	
FAX	

Dial a number

Looking Up a Name

1 Get to the correct letter of the alphabet by clicking one of the letter tabs (to get to the L's, click the tab labelled L).
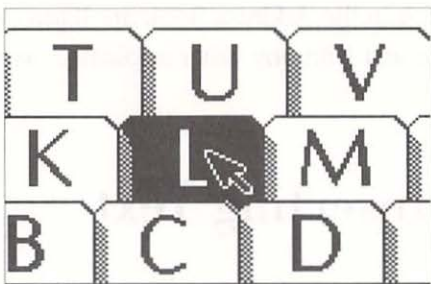
2 Click and keep on clicking the Next button to flip through the cards until you find the one you want. If you reach the next letter, then you've gone too far.

Turning Off the Appliance

Click the Exit button in the upper-left corner.

The Basics of Text

Like everything else in GeoWorks Ensemble, there's one consistent way to type and edit text. Once you learn how to do it in the Address Book appliance, you'll be able to use exactly the same techniques to change text with any other appliance, as well as in the Professional Workspace.

Inserting Text

1 Position the I-beam pointer at the spot where you wish to insert your text. Click. You'll see a thin vertical line at that point. 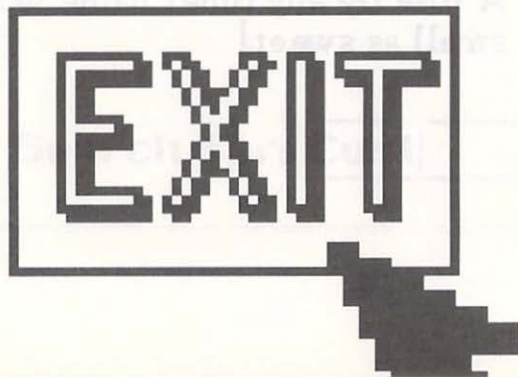This line is called the text cursor, and it shows where the next character will go. If you missed, move the pointer to the correct space and click again. If there's not text to begin with, position the pointer anywhere in the area and click.

A rose by any other name would smell as

A rose by any other name would smell as

Text Cursor

2 Type.

A rose by any other name would smell as sweet.

Changing Text

1

Position the I-beam pointer to the left of the text you want to change.

A|banana by any other name would smell as sweet.

2

Hold down the left mouse button and move the pointer to the right (and down, if necessary) until you've highlighted all the text you wish to change.

A banana by any other name would smell as sweet.

3

Type. The highlighted text is completely removed and replaced by what you type. Press d to simply erase the highlighted text without actually inserting anything new in its place.

A rose|by any other name would smell as sweet.

The Professional Workspace turns your computer into an electronic desktop. At your fingertips are applications you can use to write letters, draw pictures, look up phone numbers, and even schedule your day.

In GeoWorks Ensemble, large programs are known as "applications." The GeoWrite word processor is an application. So's the drawing program, GeoDraw.

Instead of filling the screen the way software appliances (like the Address Book) do, most applications work inside a window. Think of a window as a little screen within the regular full-sized screen. All your interaction with an application is done through its window.

1 This is a **window**, essentially a little screen within a screen. All of your interactions with an application will be done via one of the application's windows.

2 Every window has a **title bar**, where you'll find either the name of the application that owns the window, or a description of what's inside. Sometimes both. You move a window by dragging it by its title bar.

3 Click this button to bring down the **Express menu**. The Express menu is a great shortcut—from it you can switch from one active application to another, start a new application, return to the Welcome screen (which you'll have to do if you wish to use the Appliances or the DOS Programs screen), or even shut down GeoWorks Ensemble and return to DOS.

The Professional

GeoManager window

GeoManager

Disk | Window

...RKS\WORLD - 11 items (513,332 bytes) of 11. 9,342,976 bytes free.

...ator   GeoComm   GeoDex   GeoDraw   GeoManager

...rite   Notepad   Preferences   Scrapbook

---
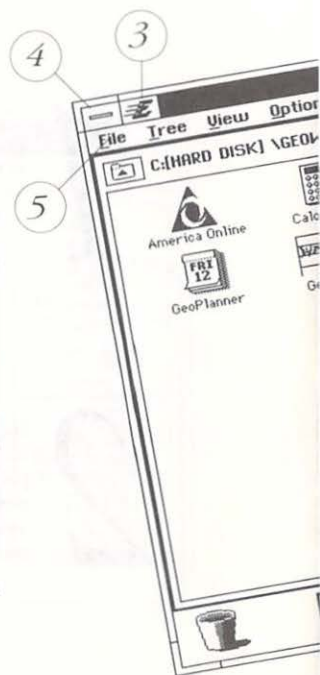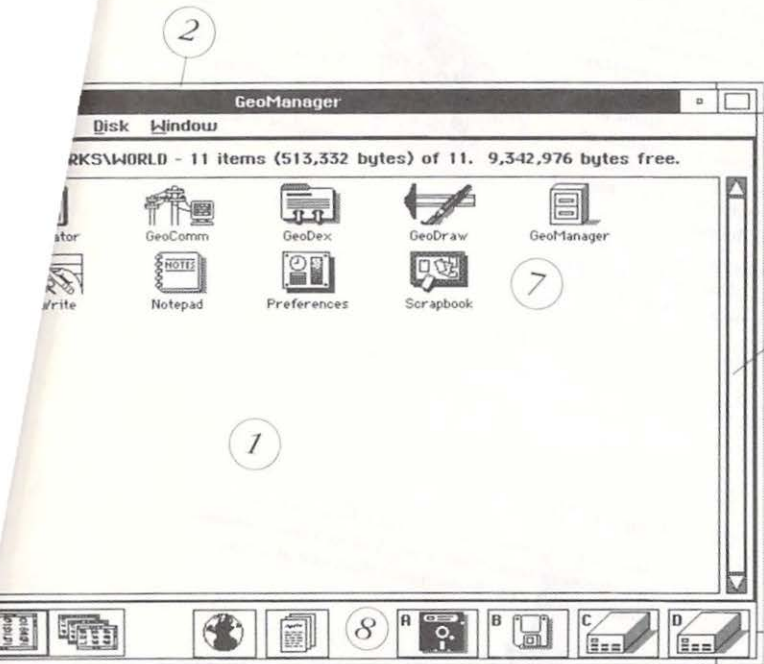
4 Double-click (click twice, quickly) window's **control button** to close the window. Each application has primary window; close this window and you close down the application as well. (Don't worry; you'll be asked if you wish to save your work first.)

5 A window's **menu bar** is where you'll find its pull-down menus. In the Professional Workspace, you use pull-down menus to do many of the things you've previously done with buttons.

6 Many windows have **scroll bars** such as this one. If this window had more information than could fit within the dimensions of the window, then you'd use the scroll bar to shift the window's contents up and down (or left and right) to see all of it.

7 Each one of these icons—or little pictures—represents something you can work with. Applications, in this case. Often you click and double-click icons to do something with them.

8 These are icons, too.

Workspace

A *s you use the Professional Workspace you'll encounter four types of controls. And there's even a more powerful way to click.*

Pull-Down Menus

Think of a pull-down menu as a hidden list of commands and options. By choosing one of the commands, you make something happen. Choose the Save command in the File menu to save your work as a document. Or choose the Paste command in the Edit menu to place some text into your document.

If you want to see many of the features of an application, just take a look at all the pull-down menus.

1

To see a pull-down menu, click its name in the window's menu bar.
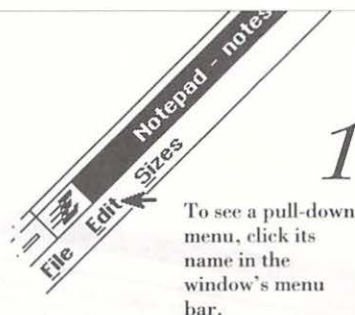
Double-Clicking

Position the pointer over the thing you want to double-click (normally, a document or application icon). Quickly click twice in a row, being careful not to jiggle the pointer off of the icon. This is how you start applications from the GeoManager window. It takes a fine touch and a bit of practice, so be patient.

Check Boxes

Like radio buttons, you see check boxes when you can choose options from a set. Unlike radio buttons, however, you can choose more than one at a time.

1

Border: ☐Left ☐Top ☐Right ☐Bottom

2

Border: ■Left ☐Top ☐Right ☐Bottom

3

Border: ■Left ☐Top ■Right ☐Bottom
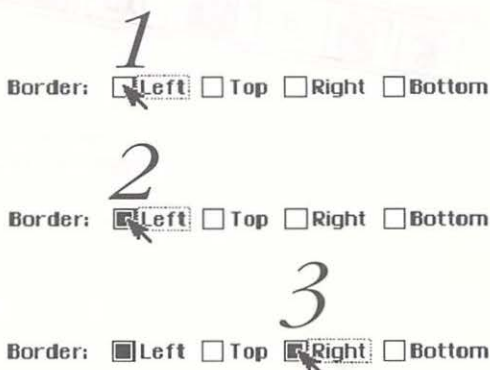
P O W E R
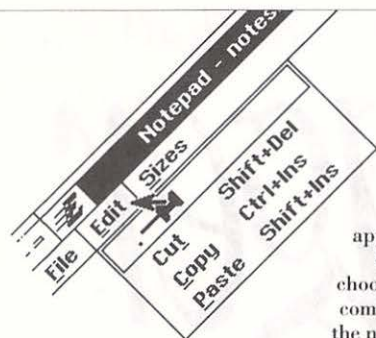
2

The menu appears. If you decide not to choose one of the commands, click the name again to get rid of the menu.
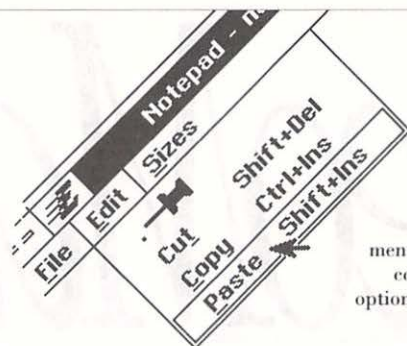
3

Within the menu, click the command or option you want.

Radio Buttons

1 **Columns:** ◉ 1 ○ 2 ○ 3 ○ 4

2 **Columns:** ○ 1 ◉ 2 ○ 3 ○ 4

3 **Columns:** ○ 1 ○ 2 ◉ 3 ○ 4

work together like the buttons on an old-fashioned car radio—if you push one in, the other pops out, so only one can be in at a time. In the same way, only one GeoWorks Ensemble radio button can be "on" at any given time. You see radio buttons when you can only choose *one* option from many.

Spinners

Change the number in a spinner's window by clicking the two arrows on the right. Click the left arrow to raise the number by one, and the right arrow to lower the number by one. Or select the number with the mouse—the way you select *any* text for editing—and type a new number (be sure to press Return when you've finished typing).

1 **Places:** 3 *2* **Places:** 3 *3* **Places:** 4

T O O L S

13

GeoManager

The GeoManager window is the first thing you see when you enter the Professional Workspace. From here you can start GeoDraw (when you want to create colorful charts or pictures), GeoWrite (when you want to write a letter or report), or any of the other Professional applications. On a more mundane level, you can also arrange, rearrange, rename and when necessary even erase documents. In fact, it's from these file *management* abilities that GeoManager gets its name.
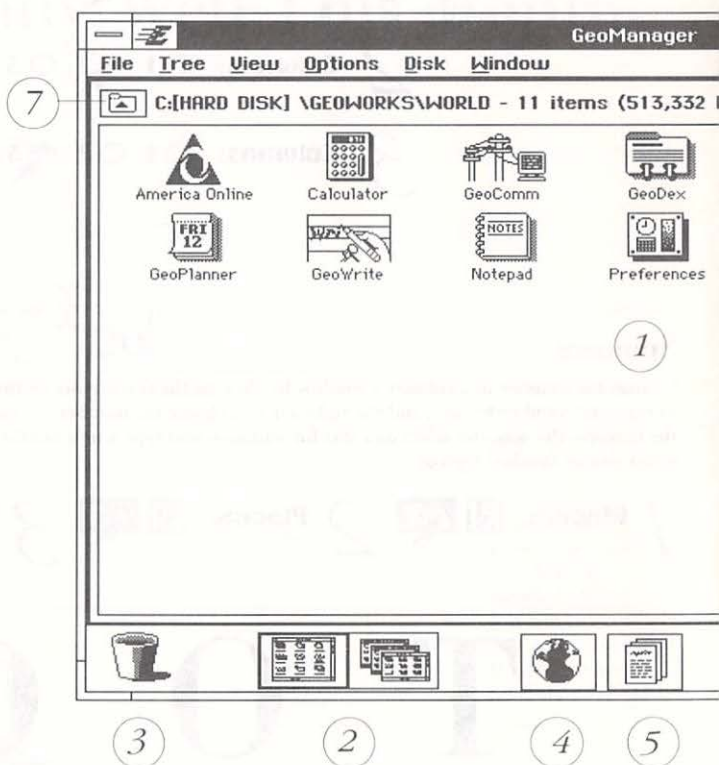
1 This is where you see **icons** representing actual documents. Double-click an application icon and you start the application. Double-click a document icon and you start the application and open the document at the same time. Or, drag the icon to another directory or disk drive.

2 Right now the GeoManager window shows only a single directory, which fills the window. By switching to **Overlapping** view, you can see many directories at once—each one has its own little directory window within the big GeoManager window.

3 The **Wastebasket** is a great place to put documents you no longer want to keep. Like the wastebasket next to your desk, anything you put there is thrown away. Be careful, though: unlike the one next to your desk, you can't fish through it to find the document you threw away by mistake.

4 Clicking this button quickly switches you into the **World** directory, where you'll find all the Professional applications that come with GeoWorks Ensemble.

5 Clicking this button, on the other hand, takes you to the **Document directory**, where you'll find the documents you've created with the other GeoWorks Ensemble applications.

6 When you want to see what's on some of your other disks, click one of these **Disk Drive** buttons. If you're going to look at one of your floppy disks, though, remember to place the disk in the drive and close the drive door *before* you click the button.

7 Click this to see the contents of the folder that contains the current folder—in other words, the **parent folder**. Or, in DOS-speak: this moves you one level up the directory hierarchy.

ytes) of 11. 9,342,976 bytes free.

GeoDraw   GeoManager

Scrapbook

A   B   C   D

6
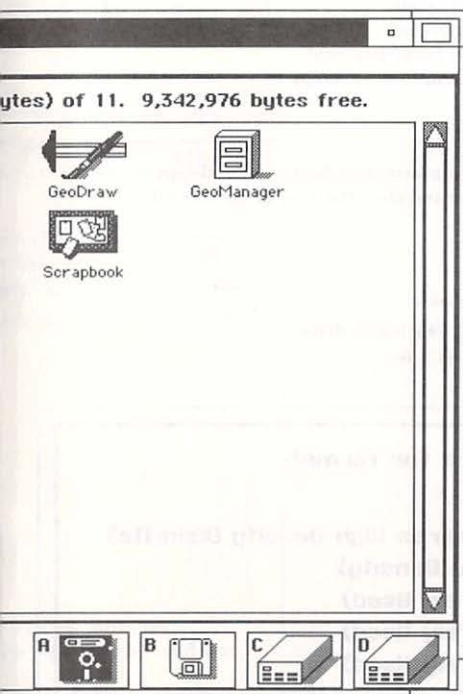
The Short Word on Floppies

Floppy disks are small, flimsy, and slow. But you can also take them out of your computer and put them in your closet, an advantage that more than balances out their other flaws; Floppy disks are great for making backup copies of documents, or for transporting a document from one machine to another.

Formatting floppies

An unformatted disk is like a library without a card catalog. Except even more so—it's more like a library that hasn't even been built. When you *format* a floppy disk, you lay down a framework on it that your PC will use to store your documents. Essentially, formatting is the equivalent of building a big empty library, complete with a big empty card catalog. Only once it's completed can you actually store things in it.

1 Put your unformatted floppy in the floppy disk drive and close the door of the drive if necessary.

2 From the Disk menu, choose Format.
A dialog box appears, asking you which disk drive has the disk, and what kind of disk it is.

```
Select drive and size for format:
Drive:  ◉ A:   ○ B:

 Size:  ◉ 1.2M (Requires High Density Diskette)
        ○ 360K (Low Density)
        ○ 320K (Rarely Used)
        ○ 180K (Rarely Used)
        ○ 160K (Rarely Used)

              [ OK ]        [ Cancel ]
```

Why Folders?

For the same reasons you would use folders to organize the documents at your office, you can use folders in GeoManager to organize your documents. You might, for example, stick all your personal letters into one folder, your business correspondence into another, and your spreadsheet documents into a third.

You can also put folders within folders. Within the personal letters folder you could create a different folder for each of your friends. Folders can be placed inside folders, which are themselves inside folders, which are also in folders. And so on.

All these folders-within-folders form a hierarchy, which can be as complex as you like. Use care, though; if you have too many folders within folders inside of folders, you may find it very time consuming to find a particular document.

Viewing floppies

GeoManager shows the contents of a floppy disk the same way it shows the contents of any regular directory, in a window within the larger window.

1

Put the floppy disk in the disk drive and close the drive door.

2

Click the button that corresponds to the drive. Don't worry if you click the wrong one—GeoManager will try to read the wrong drive and give you an error box that says, in effect, "either this disk drive is empty, or the disk in it is completely unreadable." (Unfortunately, because of their construction, floppy disk drives can't tell the difference between no disk at all and a disk whose contents have been turned into swiss cheese, electronically speaking.) After clearing the error message, simply press the correct button.

3

Select the appropriate drive and kind of disk.

Doing this last part correctly can be a bit tricky, since two disks can look exactly the same and yet be completely different on the inside. The best—and unfortunately only—way to figure out what kind of disk you have is to compare what's on the label of the floppy disk itself with the list of choices in the dialog box, and look for words that match.

4

Click OK. The little red light on the front of the disk drive should light, signalling that the formatting has begun. When the light goes out, the disk is ready for use.

Geo Write can do letters, sales reports, papers, and lots of other things. So can a lot of other word processors, but GeoWrite does them in style. It gives you the full benefit of the smooth outline fonts built into PC/GEOS, which means that the text on both the screen and the printer is smooth and readable—at any size. It can also import pictures from GeoDraw as well as clip art that you can buy at any computer store.

1

Starting GeoWrite

Double-click the GeoWrite icon in the GeoManager window.

GeoWrite

GeoWrite

```
┌─────────────────────────────────────────────────────────────┐
│ ─  ≋          GeoWrite - Write Untitled - Page 1         □  □ │
├─────────────────────────────────────────────────────────────┤
│ File  Edit  View  Options  Paragraph  Fonts  Sizes  Styles  Window │
├─────────────────────────────────────────────────────────────┤
│    |0....  |1....  |2....  |3....  |4....  |5....  |6....  |7....  │
├─────────────────────────────────────────────────────────────┤
│ ← Page: 1 →   ↑ ↑ ↑ ↑   →|≡| |≡| |≡| |≡|   →|=| |=| |=|          │
├─────────────────────────────────────────────────────────────┤
│                                                             │
│        I                                                    │
│                                                             │
└─────────────────────────────────────────────────────────────┘
```

2

The GeoWrite
window appears.

This is the **text area**. Click inside here and type.

The **ruler** along the top of the window shows your margins, tab settings, the current page number, the line spacing, and the justification of the paragraph where the text cursor is. (In printing circles, "justification" refers to which edge of the paragraph lines up in a straight line, and not to any explanations for the existence of the paragraph itself.)

The Ruler

In the ruler, the broken arrow represents the two left margins for the document. The upper half shows the **indent** where the first line of a paragraph begins, and the lower shows the **margin** where the second and following lines begin.

3 "Dear Sir or Madam..."

GeoWrite makes typing a letter very quick and easy.

1 **Adjust the first-line indent so that each paragraph is automatically indented properly.**

In the ruler, position the pointer over the top half of the margin arrow.
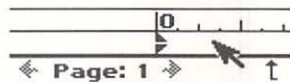
Press and hold down the left mouse button. The pointer "picks up" the top half of the arrow.
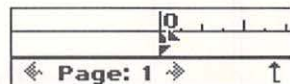
Move the arrow over to the quarter-inch mark.
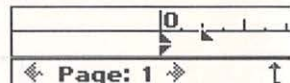
Release the left mouse button to actually place the indent at the quarter-inch mark.
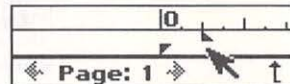
2 **Type the text of the letter.**

Click at the top of the text area to place the text cursor at the top of the document. Type the letter. Remember to press Return only at the end of a paragraph— GeoWrite will automatically move you down when your typing reaches the end of the line. (Note that GeoWrite automatically indents the first line of each paragraph.)

MEMO

From: Jess McGuffin
To: Clyde Raines
Re: Humphalump production

Thank you for your suggestions regarding time management. As yo accompanying graph, the rate of decrease in production that hit us last y are now beginning to see the improvements we were hoping for.

One wonderful bonus is that while Humphalump production has inc the expense of quality; overall standards of manufacturing and custome: steadily rising as well, paving the way for our planned release of the Hu Humphalump IIXL this Christmas|

Scrolling

When there's more in the window than can fit within the window itself, scroll bars appear along the edges of the window. You use these bars to shift the contents of the window up and down, or left and right, so you can see everything.

Click the tiny arrows to shift the contents of the window up or down one line at a time.

Click in the gray spaces on either side of the slider to shift the contents of the window up or down a full window's worth.

The slider shows what portion of window is actually visible within the window. If the slider's at the top of scroll bar, the top of the window's contents are actually visible. If it's at the bottom, then the bottom part of the contents are visible. Move the slider to shift to a particular place.

can see from the ear has reversed and we

eased, it has not been at satisfaction have been mphalump Jr. and

You ou should use GeoDraw when you want to draw charts, graphs, and other pictures that you can make out of regular shapes. GeoDraw is not the best choice for painting things like the Mona Lisa, though you can *import* a picture of the Mona Lisa—or any clip art, for that matter—that you created with an actual painting program. To get in the correct frame of mind, instead of an artist's easel and brush imagine a draftsman's table and ruler.

GeoDraw

1

Starting GeoDraw

Double-click the GeoDraw icon in the GeoManager window.

GeoDraw

2

The GeoDraw window appears.

The **toolbox** has the tools you use to draw, move, and resize shapes in the drawing area.

The **drawing space** is your paper. Here's where you make your drawing.

The ToolBox

A painter has his brushes, and a draftsman his pencils and pens. GeoDraw gives you a tool palette. In it are all the tools you need to draw lines, ovals, text, and more. To use one of the tools, just click on its icon.

Pointer

For selecting, moving, and stretching shapes.

Text Tool

Puts text into your drawing. Works like GeoWrite—you can control font, size, style, and justification.

Line Tool

Draws straight lines.

Connected Lines Tool

Draws shapes made up of many lines connected together end-to-end.

Polygon Tool

Creates shapes very much like the Connected Line shapes, except that the shape is completely closed (and, if desired, filled with color).

Circle Tool

Draws circles and ovals if any size (that fit on the drawing area, that is).

Rectangle Tool

Works like the Circle Tool, except that it draws squares and rectangles.

Rotation Pointer

Spins a shape around its center.
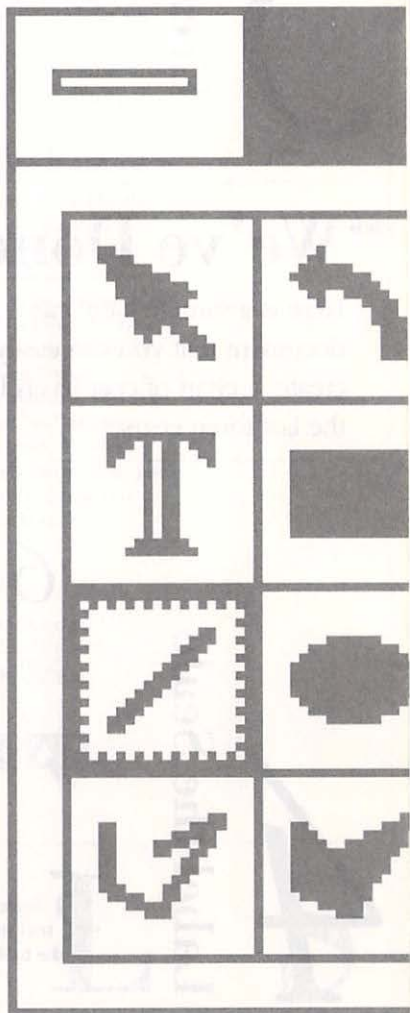
3 Create the Scale
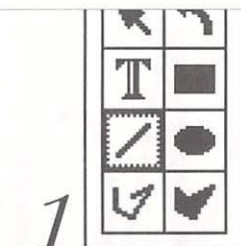
1 Select the line tool by clicking it in the toolbox.

2 Position the crosshair roughly in the middle of the drawing area.

3 Press down the left mouse button and move the crosshair to the right. Making sure that the line is perfectly horizontal, release the button when it's about 3 inches long.

"We've Done Really Well This Month!"

Here is a sample GeoDraw document that you can easily create, a chart of cost levels for the last three years.

4 Label the Scale

5 Select the text tool in the toolbox.

6 Position the I-beam pointer near the left edge of the top line. Click. This opens a text box. If you don't like its position, click again. In the text box, type the scale for the top line. Don't press `Return`..

30
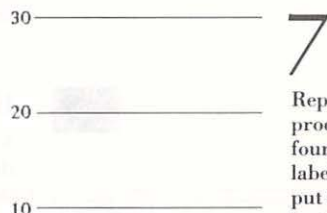
7 Repeat this process until all four lines are labelled. Also, put another text box underneath the bottom line to label the columns.

30 ——————

20 ——————

10 ——————

87   88   89

5
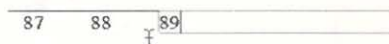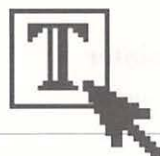
4

Repeat these steps until you have four evenly spaced horizontal lines.

8

Select the rectangle tool.

9

Position the crosshair at the spot where the base of the left bar should be.

10

Press down the left mouse button and drag the crosshair up and to the right until you've reached the desired height and the bar has the proper width.
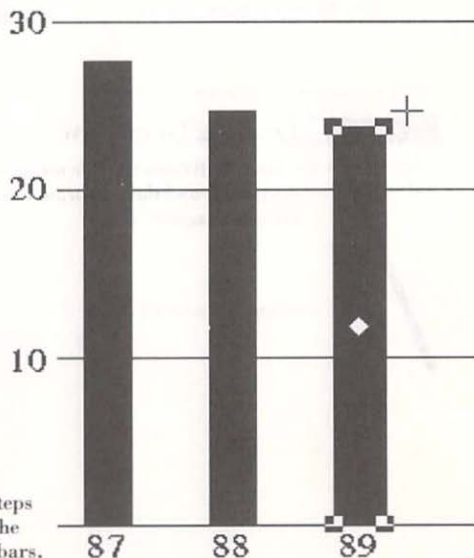
11

Do these steps again for the other two bars, and your chart's finished!

6
Saving Your Document

Unlike GeoDex and GeoPlanner, which always save your
work to standard documents unless you tell them otherwise,
GeoDraw lets you name your document when you save your
work. It then places this document in the DOCUMENT
directory.

1
From the File menu, choose Save.

2
Fill in your name for the document. If you're trying to think
of a good DOS file name for it, don't—document names in
GeoWorks Ensemble can be as long as 32 characters, with
upper and lower case letters and even spaces between words.

3
Click OK.

7
Leaving GeoDraw

Choose Exit from the File menu. GeoDraw closes your
document, and the GeoDraw window goes away, leaving you
inGeoManager.

The Professional Workspace version of the Address Book resembles its appliance cousin in much the same way that a microwave with a programmable timer and sixteen power levels resembles a two-slice toaster.
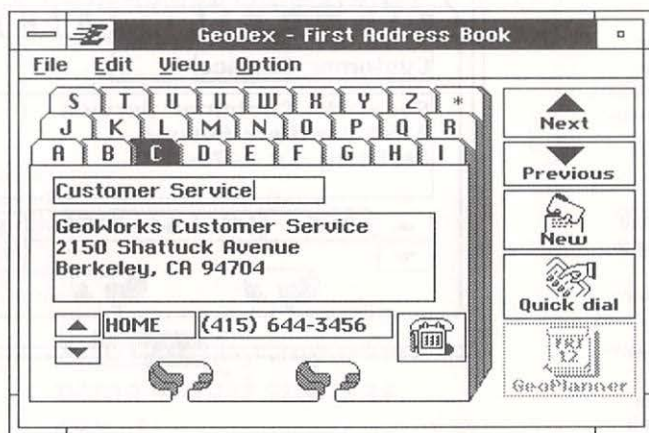
1

Starting GeoDex

From the GeoManager window, double-click the GeoDex icon.

GeoDex

2

The GeoDex window opens.

27

It's a Lot Like the Address Book Appliance…

GeoDex and the Address Book appliance are a lot alike. Not only do they behave much the same way, they both store their information in exactly the same place, so everything you entered into the Address Book is available to you in GeoDex.

1 Click these to look through the card file one card at a time.

2 Click here to add a new card to the file.

3 This dials the phone number showing on the card. You have to have a modem to use this feature, though.

4 Click a letter tab when you want to directly to a particular letter.

5 You can change any of the information on the card. Edit it the way you'd edit any text.
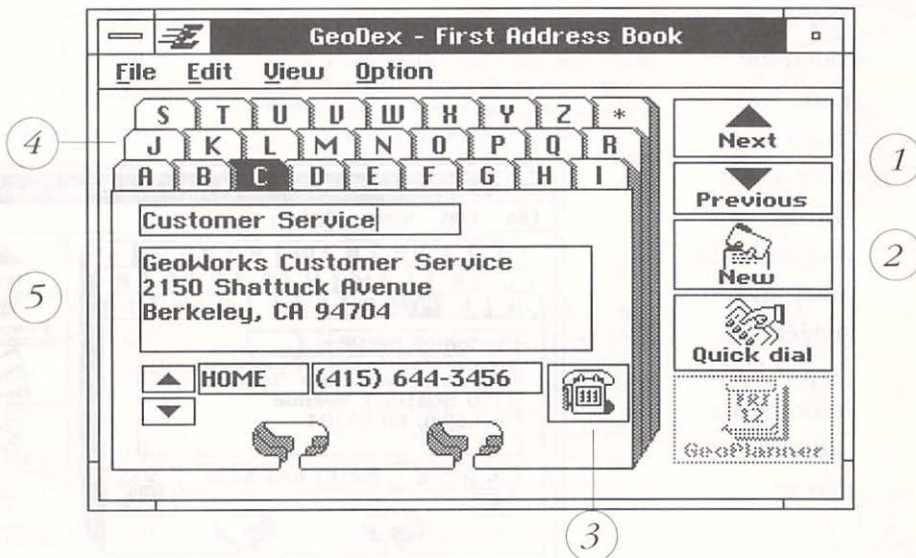
…But It's Much Better Than the Address Book Appliance…

GeoDex gives you a lot of extra features. You can print all the names and addresses in the file on your printer. You can look at your file in list form, instead of one card at a time. And you can search for events in GeoPlanner that contain names and text.

"Hold on, let me see if I've got your work number..."

3

1

Choose Both View from the View menu. This widens the window and add a list view of your card file.

```
┌─────────────────────────────────────────────────────────────────────┐
│ ▭ ≡       GeoDex - First Address Book                              □ │
├─────────────────────────────────────────────────────────────────────┤
│  File   Edit   View   Option                                        │
│  ┌─S─┬─T─┬─U─┬─V─┬─W─┬─X─┬─Y─┬─Z─┬─*─┐   ┌────┐  │ Barry, Dexter    ▲ │
│  ┤ J │ K │ L │ M │ N │ O │ P │ Q │ R ├   │ ▲  │  │ Cosgood, Irv       │
│  ┤ A │ B │ C │ D │ E │ F │ G │ H │ I ├   │Next│  │ Customer Service   │
│                                          └────┘  │ Fox, Thomas Q. B.  │
│  │ Barry, Dexter│                        ┌────┐  │ Garner, Martha     │
│  ┌──────────────────────────┐            │ ▼  │  │ Hart, Gerry        │
│  │ Dexter Barry             │         Previous   │ Jim's Mother       │
│  │ 31 Oakwood Pl.           │          ┌────┐    │ Jones, Charles     │
│  │ Sherrington, CA          │          │ ▭  │    │ Oakwood Restaurant │
│  └──────────────────────────┘           New      │ Orleans, Karen   ▼ │
│  ▲ │HOME │555-7206│       ☎            Quick dial                     │
│  ▼                                     ┌──┐  Search For:│       │ ┌─Lookup─┐ │
│   👍        👍          GeoPlanner      │12│  ☐ Confine Search to Index  Clear  │
└─────────────────────────────────────────────────────────────────────┘
```

2

In the Search For box, type the name—or fragment of the name, or for that matter any part of the address or phone number—you want to find in the card file.

Search For: |Cust| ⌐⌐

3

Click the Lookup button. GeoDex finds the first card that contains the fragment of text.

Lookup 🖱

```
┌─────────────────────────────────────────────────────────────────────┐
│ ▭ ▭  ⚡         GeoDex - First Address Book                          │
├─────────────────────────────────────────────────────────────────────┤
│ File   Edit   View   Option                                           │
│ ┌─┐┌─┐┌─┐┌─┐┌─┐┌─┐┌─┐┌─┐┌─┐┌─┐   ┌──────┐  ┌──────────────────────┐   │
│ │S││T││U││V││W││X││Y││Z││ * │    │  ▲   │  │Barry, Dexter         │   │
│ └─┘└─┘└─┘└─┘└─┘└─┘└─┘└─┘└─┘      │ Next │  │Cosgood, Irv          │   │
│ ┌─┐┌─┐┌─┐┌─┐┌─┐┌─┐┌─┐┌─┐┌─┐      └──────┘  │Customer Service      │   │
│ │J││K││L││M││N││O││P││Q││R│                 │Fox, Thomas Q. B.     │   │
│ └─┘└─┘└─┘└─┘└─┘└─┘└─┘└─┘└─┘      ┌──────┐  │Garner, Martha        │   │
│ ┌─┐┌─┐┌─┐┌─┐┌─┐┌─┐┌─┐┌─┐┌─┐      │  ▼   │  │Hart, Gerry           │   │
│ │A││B││C││D││E││F││G││H││I│      │Previous│ │Jim's Mother          │   │
│ └─┘└─┘└─┘└─┘└─┘└─┘└─┘└─┘└─┘      └──────┘  │Jones, Charles        │   │
│ ┌───────────────────────────┐   ┌──────┐  │Oakwood Restaurant    │   │
│ │ Customer Service          │   │ New  │  │Orleans, Karen        │   │
│ └───────────────────────────┘   └──────┘  └──────────────────────┘   │
│ ┌───────────────────────────┐   ┌──────┐                            │
│ │GeoWorks Customer Service  │   │Quick │                            │
│ │2150 Shattuck Avenue       │   │ dial │                            │
│ │Berkeley, CA 94704         │   └──────┘                            │
│ │                           │   ┌──────┐   Search For: Cust          │
│ ├───┬──────────┬────────────┤   │ FRI  │   ☐ Confine Search to Index │
│ │ ▲ │HOME      │(415) 644-3456│ │  12  │                            │
│ │ ▼ │          │             │   │GeoPlanner│                        │
│ └───┴──────────┴────────────┘   └──────┘                            │
└─────────────────────────────────────────────────────────────────────┘
```
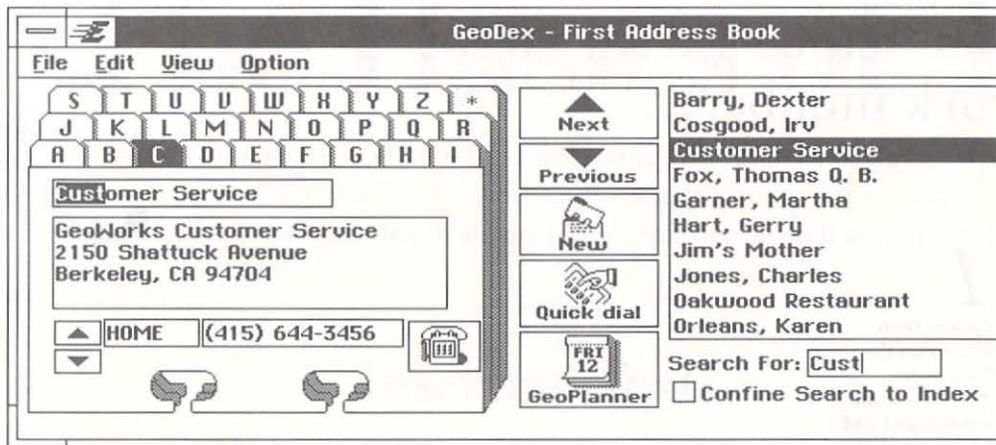
4 If you want to find another card that also contains the text, click the Find Next button (which has replaced the Lookup button in the window).

Find Next

5 When you're done searching for names, choose Card from the View menu to change the window back to its original form.

4

Leave GeoDex

Choose Exit from the File menu. If you've changed any information a dialog box appears asking you if you wish to save the changes. Click Yes to make your changes permanent. If you click No, your changes will be lost.

GeoPlanner

A combination of desk calendar and appointment book, GeoPlanner's a good place to write the things you'd better not forget—birthdays, vacations, anniversaries, and the like. Like GeoDex, it also has a smaller, simpler cousin on the Appliances screen, called the Planner.

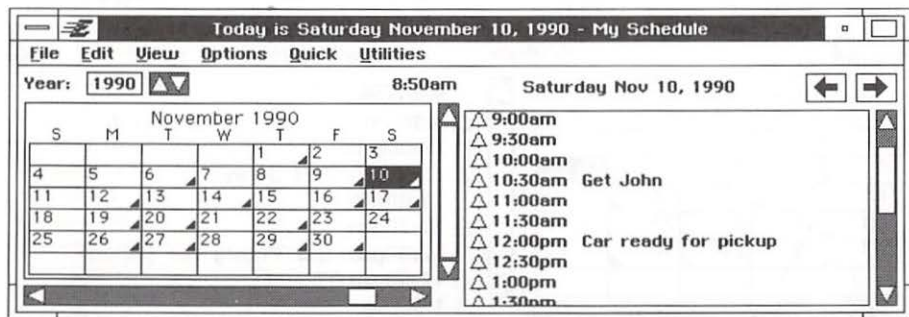|	November 1990					
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1

Starting GeoPlanner

From the GeoManager window, double-click the GeoPlanner icon.

GeoPlanner

2

The GeoPlanner window opens.

31

A Schematic View of the GeoPlanner Window

1　　*2*　　*3*　　*4*　　*5*　　*6*

1 Change the year to see the calendars for other years.

2 Adjust this scroll bar to see the other months in the year.

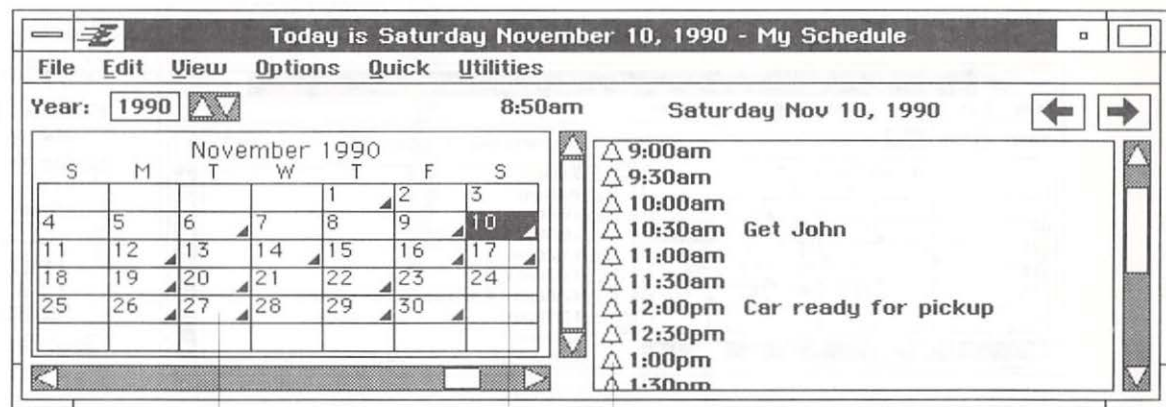**3** A little triangle marks days that have something scheduled on them.

4 This selected day shows in the event window.

5 This is dark if the alarm has been set to remind you of this event.

6 Look in the event window to see things that have been scheduled for a particular day.

Today is Saturday November 10, 1990 - My Schedule

File　Edit　View　Options　Quick　Utilities

Year: 1990 △▽　　　8:50am　　Saturday Nov 10, 1990　← →

November 1990

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

△ 9:00am
△ 9:30am
△ 10:00am
△ 10:30am Get John
△ 11:00am
△ 11:30am
△ 12:00pm Car ready for pickup
△ 12:30pm
△ 1:00pm
△ 1:30pm

3

"Sure, I'm Free..."

To see GeoPlanner in action, schedule a lunch date with an old friend.

```
y November 10, 1990 - My Schedule          □  □
tilities
    8:51am          Monday Nov 12, 1990    ←  →
      S    │▲│  △ 9:30am
           │ │  △ 10:00am
    3      │ │  △ 10:30am  Call for tickets
    10     │ │  △ 11:00am
    17     │ │  △ 11:30am
    24     │ │  △ 12:00pm
           │ │  △ 12:30pm
           │▼│  △ 1:00pm
      ►    │ │  △ 1:30pm    Work on GTA
           │ │  △ 2:00pm                   │▼│
```
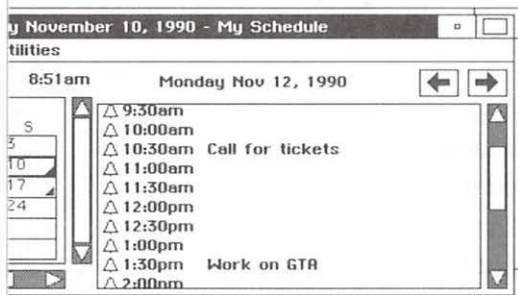
1

Adjust the calendar until the appropriate month shows. Click the day you'd like to schedule the lunch. Look at the events in the event window to see if you have an opening.

```
              5    6
             12   13
             19   ↘
             26   2
```

2

Click to the right of the time you want in the event window.

```
△ 10:30am  Call for tickets
△ 11:00am
△ 11:30am
△ 12:00pm   I
△ 12:30pm
△ 1:00pm
△ 1:30pm    Work on GTA
```

3

Type a brief but memorable description of what you're going to do. (You can take more than one line if you have to.) Try not to make it too short, or you may not remember what it is when that day actually rolls around.

```
△ 10:30am  Call for tickets
△ 11:00am
△ 11:30am
△ 12:00pm  Lunch with Andre @ Bill's
△ 12:30pm
△ 1:00pm
△ 1:30pm    Work on GTA
```

4

Since it's important, click the bell icon to turn on the alarm. When it's finally time to meet your friend for lunch, GeoPlanner will beep and bring up a dialog box to remind you.

```
△ 11:30am
⚏ 12:00pm  Lunch u
△ 12:30pm
△ 1:00pm
```

5

You're done. If you want to schedule something else, just start over again from step one.

4

Leaving GeoPlanner

Choose Exit from the File menu. Like GeoDex, GeoPlanner will ask you if you want to save what you've done. Click Yes to save your work.

Continuing On...

Y ou've created some simple
documents now. At the same
time, you've also learned the
basic rules of GeoWorks
Ensemble. You'll find that the
knowledge and techniques
that you've learned in these
pages apply to every PC/
GEOS application you use. So
now, go ahead—experiment.
With GeoWorks Ensemble,
even complex applications
are simple.